

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]  
Acting Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 16 August 1978

1. (U) National Urban League Convention: [REDACTED]

[REDACTED] Recruiter, attended the annual convention of the National Urban League in Los Angeles from 6-9 August. He was accompanied by four representatives from the EEO Office as well as four component EEO representatives. [REDACTED] believes the event was a public relations success. Many of those whom he talked to seemed quite interested in CIA. He handed out about 150 resumes and a considerable amount of recruitment literature.

2. (U/AIUO) Career Trainees: After initial Domestic Collection Division contacts were made, Chief of Recruitment Division called Colonel Zorn in the office of the Assistant Deputy Chief of Staff for Personnel, U.S. Army, concerning the Agency's interest in employing junior officers who are leaving the military service. [REDACTED] made an appointment with Colonel Zorn for the 16th of August to discuss our recruitment requirements, particularly those for the Operations Directorate's career trainees and to solicit his assistance in referring candidates to us.

3. (U/AIUO) CIARDS - Question and Answer Booklet: The Headquarters version of the new Question and Answer Booklet on CIARDS has been received from the Printing and Photography Division. It is unclassified but has an outside removable cover which contains a warning to employees who are under any type of cover that they are not allowed to take it home or remove it from Agency premises. We plan to distribute a small initial supply to the personnel or administrative office in each

S-E-C-R-E-T

E 2 IMPDET  
CL BY 012752  
This memorandum may be  
downgraded to  
CONFIDENTIAL when  
separated from  
attachment.

component and ask that they make its availability known to current CIARDS participants or other interested employees. Copies also will be made available at the Retirement Booth during Employee Benefits Week. We now will rework the Headquarters version into a booklet suitable for field distribution.

4. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 165 persons to go by 12 January, 25 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	18 ( 5)	28 (3)	46 ( 8)
Signed to go	36 (14)	83 (3)	119 (17)
Totals	54 (19)	111 (6)	165 (25)

5. (U/AIUO) VIP: The current unit value of \$9.98 for the Growth Fund of the Voluntary Investment Plan is the highest figure for that Fund since 9 November 1973. From an initial unit value of \$10.00 on 25 May 1973, the fortunes of the Growth Fund have largely paralleled those of the stock market in general. The Fund has been above the \$10.00 level during only eight pay periods and these were all in 1973. The high point of \$10.98 was reached on 12 October 1973 while the low point of \$5.80 occurred on 27 September 1974.

6. (U/AIUO) Regulations: We sent the following to Regulations Control Branch:

25X1A

- Second revision of [REDACTED], Conduct and Discipline.

25X1A

- Response to coordinating comments on [REDACTED] and [REDACTED], Hours of Work.

25X1A

25X1A

- Revision of [REDACTED], Organization, Position and Personnel Controls.

7. (U) Recruitment Guides: We have completed an update of all the currently active recruitment guides as of July 1978. They have been renumbered to coincide with the new Agency Organizational Code Structure. The Office Alpha designation has been added for easier identification. Many of the recruitment guides have been declassified to allow the recruiters

S-E-C-R-E-T

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050043-0

to carry them on trips.

8. (U) Northwest Airlines: Chief, Central Processing Branch contacted a representative of Northwest Airlines concerning settlement of the pilots' strike and resumption of their service. We were advised that to date they cannot give specific time as to when full service will be resumed or when their reservation offices will be fully staffed to accept reservations. Northwest will advise us as soon as possible when the above information is available.

9. (U) WAEPA Insurance: On 14 August, the Insurance Board Underwriter Section concluded the notification to approximately 1,400 WAEPA policyholders concerning updated WAEPA benefits.

10. (U) Suggestion Box: One suggestion was received during this past week which brings the total received to 57.

11. (S) Rehired Annuitants: See attached report.

COMING EVENT:

(U) Promotion System: Chief, Review Staff will visit all DDA Office Chiefs with DDA personnel representatives to discuss Uniform Promotion System implementation in the Directorate.

25X1A

Att

S-E-C-R-E-T

- 3 -

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050043-0

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050043-0

Orig & 2 - Addressee  
1 - Chief, SAS  
1 - DD/Pers/SP  
1 - DD/Pers/R&P  
1 - DD/Pers/P&C  
1 - D/Pers Chrono  
1 - D/Pers Subject File

25X1A

EA-D/Pers/[REDACTED]:rj (17 Aug 78)

**SECRET**

15 August 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (9-15 August 1978) (U/AIUO)

(S) The following rehired civilian annuitant case was approved for extension by the Director of Personnel:

DDA

25X1A



- Independent Contractor, Office of Security, one-year extension.

E2 IMPDET  
CL BY: 063837

**SECRET**